

THE UNIVERSITY OF TEXAS AT AUSTIN
GENERAL LIBRARIES

HANDBOOK FOR FACULTY
AND GRADUATE STUDENTS



THE UNIVERSITY OF TEXAS AT AUSTIN
THE GENERAL LIBRARIES

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1975

Mark N. Boylan
Director of General Libraries

PREFACE

The library system of any large university is a complex organization and requires some understanding if effective use is to be made of its resources. The staff of the General Libraries has prepared this handbook to help provide faculty members and graduate students with that basic understanding of campus library resources and services.

I urge you to consult members of the library staff whenever you have questions regarding the libraries or your own information needs.

Merle N. Boylan
Director of General Libraries

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GENERAL INFORMATION

The libraries of The University of Texas at Austin, the tenth largest academic library in the United States, contain more than 3.7 million volumes and are a resource center for Texas and the Southwest, as well as a national resource center for Latin American, Texas, and 20th century English and American literary materials. They include the General Libraries, the Humanities Research Center, the Law Library, and the LBJ School of Public Affairs Library.

Library directories listing library hours and locations are available at all public service units of the General Libraries. Library hours vary with the needs of the groups served and are posted in all units. Most circulation desks close before the libraries close. The libraries observe shortened hours between semesters and during vacation periods and are closed on the major holidays observed by The University.

THE GENERAL LIBRARIES

The General Libraries include the Main Library, the Undergraduate Library, fifteen branch libraries, the Collections Deposit Library, and four special collections: the Latin American Collection, including the Mexican-American Library Project, the Eugene C. Barker Texas History Center, the Asian Collection, and the Middle East Collection.

Main Library: The Mirabeau B. Lamar Library (Main Library), located on the second floor of the Main Building, contains approximately one million volumes. This closed stack library (open only to permit holders) embraces all subject fields, but is primarily a social science and humanities library. Its public card catalog is a central record of most holdings of the General Libraries (Main Library and all branches), the Humanities Research Center, the Law Library, and the LBJ School of Public Affairs Library. The Reference Department is staffed with librarians to provide general reference service and to direct specialized reference questions to the appropriate branch libraries or special collections. Also located in the Main Building are: Inter-Library Service in Main 222 (provides access to library materials not owned by The University of Texas at Austin libraries to faculty members, graduate students, librarians, and university staff who are engaged in research); the Periodical Room in Main 228 (contains over 3,500 current journals and newspapers); and the Docu-

ments and Microforms Collection in Main 316 (houses a centralized collection of government publications and microforms).

Undergraduate Library (UGL): This basic resource library, located on the West Mall, is designed to serve the needs of undergraduates—especially those at the lower division level. Information in all fields is available in an open shelf collection of 140,000 volumes. Reference librarians are available at UGL to assist students and faculty in using the library and to provide general information. Reserve books are available at the Reserve Desk on the first floor. The Audio Library, located on the third floor of UGL, is a listening facility for music and spoken word recordings and tapes.

Branch Libraries: The collections in the branch libraries are devoted mainly to the subjects of concern to the colleges, schools, and departments which they serve, but branch resources are available to all students and faculty members on campus. Most of the branches have reserve collections for their subject areas.

Branch libraries include: Architecture and Planning, Art, Biology, Business Administration-Economics, Chemistry, Classics, Communication, Education-Psychology (including Textbook and Curriculum Collection), Engineering, Geology, Library School, Music, Pharmacy, Physics-Mathematics-Astronomy, and Social Work.

Collections Deposit Library (CDL): Located on the corner of Martin Luther King, Jr. Blvd. and Red River, this unit is primarily a depository for little used books from other campus libraries.

Special Collections:

The Latin American Collection (LAC), located in the south unit of Sid Richardson Hall, has been recognized as the single most important body of Latin American material in the United States. It contains approximately 305,000 books, pamphlets, and magazines, in addition to manuscripts, maps, newspapers, and microforms on any subject relating to Latin America or anything written by a Latin American, regardless of language. "Latin America" is defined as the countries, territories, and islands south of the United States in the Western Hemisphere, including the islands of the Caribbean. Related materials in the collection deal with the states of the U.S. during the period they were part of the Spanish Empire or Mexico.

The Mexican-American Library Project (MALP), begun in late 1974, collects materials dealing with Mexican-Americans and their culture and provides

specialized reference assistance in their use. This project is housed within the Latin American Collection.

The Eugene C. Barker Texas History Center, located in the center unit of Sid Richardson Hall, contains the Texas Collection, the Archives Collection, and the Texas Newspaper Collection—the most extensive library of Texana in existence. The Texas Collection of more than 103,000 volumes is primarily concerned with printed resources, including books by Texans and about Texas. The Archives Collection of more than 17,000,000 manuscripts includes such well-known items as the Bexar Archives and the Austin Papers. The Texas Newspaper Collection includes more than 3,000 titles.

The Middle East Collection, located in Academic Center 29, consists of Arabic, Persian, and Turkish vernacular materials relating chiefly to language and literature, history, religion, and the social sciences. Its 23,000 volumes of Arabic, 2,000 volumes of Persian, and approximately 300 volumes of Turkish materials are supported by a strong collection of English and Western European language materials relating to the Middle East which is dispersed throughout the Main Library.

The Asian Collection, located in Academic Center 29, contains about 22,000 volumes of Japanese and 5,000 volumes of Chinese materials relating chiefly to the social sciences, language, and literature. Also included is a core collection of current South Asian research papers on microfilm, the Census of India from 1872–1951, and all district gazetteers published by the British Government and the Republic of India on microfiche. A large number of vernacular South Asian materials is housed in the Collections Deposit Library.

OTHER LIBRARIES ON CAMPUS

Not under the administration of the General Libraries are: the Humanities Research Center, the Law Library, the LBJ School of Public Affairs Library, and the separately maintained collections in various academic departments and research centers. Each of these libraries has its own rules and regulations. For information concerning these other libraries, consult the particular library.

The Humanities Research Center (HRC) and the Academic Center Collections are a complex of rare book libraries and special collections relating primarily to the humanities but also including social science and history of science research materials. The collections contain 800,000 volumes and 3,000,000 manuscripts, and are housed on the fifth, sixth, and seventh floors of the Harry Ransom Cen-

ter and the ground and fourth floors of the Academic Center. HRC's major strength is 20th century printed materials in the fields of English and American literature, but it includes also primary research materials in the following fields: history of science and technology, history and archaeology, architecture, music, history of logic, book arts and calligraphy, Bibles, recusant literature, Hebraica and Judaica, and travels and voyages. Special Collections within the complex include the Hoblitzelle Theatre Arts Library, the Photography Collection, the Iconography Collection, the J. Frank Dobie Library, the Erle Stanley Gardner Collection, the Alfred A. and Blanche W. Knopf Library, the Edward Larocque Tinker Collection, the History of Aviation Collection, the Richard T. Fleming University Writings Collection, and the Ruth Stephan Poetry Center.

The Tarlton Law Library, located in Townes Hall, is the largest legal research facility in the Southwest, with over 300,000 volumes of codes, statutes, court decisions, administrative regulations, periodicals, textbooks, and treatises on law and related fields. The Law Library is one of five depository collections of federal documents in Austin and is the regional depository for publications of the European Communities. Besides primary legal material from all fifty states, the Law Library offers a strong collection of foreign and international legal materials. The primary function of the Law Library is to support the research and instructional needs of the Law School. To the extent possible, however, the Law Library also serves other members of the University community as well as attorneys and libraries throughout the state. Legal research is a highly technical skill and legally trained reference librarians provide individual or classroom instruction in the use of law books, and lead tours of the library upon request.

The Lyndon B. Johnson School of Public Affairs Library serves faculty, students, and agencies of government. The collection of 26,000 volumes contains unique files of governmental financial statements and annual reports. It is located in the north unit of Sid Richardson Hall.

Note: The Lyndon Baines Johnson Library, located on the eastern part of the campus, is operated by the National Archives and Records Service, under the General Services Administration. This presidential library is closely connected with all the University's resources for the study of the 20th century.

OTHER LIBRARIES IN AUSTIN

Faculty and students may also have access to numerous other libraries in the Austin area (e.g., Texas State Library and Archives, Austin Public Library, the Austin Presbyterian Theological Seminary, etc.). For listings of these libraries and information regarding access to them, consult the Reference Department in the Main Library.

UNIVERSITY LIBRARY COMMITTEE

The University Library Committee is a standing committee of the General Faculty appointed by the University President from names submitted by the Faculty Senate Committee on Committees and by a student government committee. It is appointed "To be so well informed concerning the functions of the Library that it can assist in developing operational procedures; to assist in development of both personnel and fiscal policies and procedures; to advise the President in the event it becomes necessary to appoint a new Librarian."¹ The committee is composed of at least eight faculty members and three student members; the Director of General Libraries serves as administrative advisor. Other library professional and administrative staff members frequently attend committee meetings to provide the committee with pertinent information.

The student members of the committee compose the Library Fines Appeal Committee which hears complaints about student book fines. A similar faculty subcommittee reviews faculty appeals.

THE LIBRARY CHRONICLE

The Library Chronicle, issued occasionally since 1944, is a publication of the General Libraries and the Humanities Research Center intended to present information on available materials in the special collections at The University of Texas at Austin, to publish other articles mainly of a bibliographical nature, and to record matters of interest concerning rare books in Texas and Austin. Friends of the Library receive *The Library Chronicle* as part of their membership. Inquiries should be directed to the editor, Postal Box 7219, HRC 3.210.

LIBRARY SERVICES

PUBLIC CATALOG

The Public Catalog in the lobby of the Main Library is an index to the book and periodical holdings of the Main Library and all its branches and special collections. It also has main entry listings for the Humanities Research Center collections, for the Law Library, and for the Public Affairs Library. Each branch and special collection has a card catalog listing the contents of its own collection.

¹ Policy Memoranda for The University of Texas at Austin, 1.503: Standing Committees of the General Faculty—Institutional Policy or Governance Committees. May 23, 1974.

A location symbol under the call number in the upper left hand corner of the card (or on a plastic overlay) indicates the branch or special collection where the item is located. If there is no location symbol, the item will be found in the Main Library stacks. Although campus libraries currently use the Library of Congress classification, most materials cataloged prior to May 1972 are in the Dewey decimal system. Materials in the two classifications are shelved separately.

The catalog is divided into two sections: 1) the Name/Title catalog which lists books by personal and corporate authors and about people and organizations, and lists most books and all periodicals by title; and 2) the Subject catalog which lists materials by Library of Congress subject headings.

There is a catalog of U.T. Theses and Dissertations located to the right of the Loan Desk. All theses and dissertations submitted for an advanced degree at The University of Texas at Austin are indexed by author and subject, and also chronologically by department.

The librarian at the Reference Desk will give assistance with the Public Catalog and can also help to locate items not owned by University libraries.

SPECIAL TYPES OF LIBRARY MATERIALS

Periodicals and Newspapers. The more than 40,000 serials (magazines, journals, serials, etc.) to which the General Libraries has a *current subscription* are listed alphabetically (with location indicated) in the *Serials List*, a computer printout located at all service points in the libraries.

The Name/Title section of the Public Catalog includes most periodicals owned by the General Libraries. They are listed by title or, if the title is nondistinctive (i.e., begins: Journal, Bulletin, Proceedings, Annals, etc.), by name of the issuing organization. The main entry card also indicates the location of current issues and the call number and location of bound volumes. The "holdings" card behind the main entry card for each periodical shows the specific volumes and years owned by the library.

In the Main Library bound volumes are shelved by call number in the Main Library stacks. In the Undergraduate Library they are shelved alphabetically on the first floor. To locate bound volumes in the branches and special collections, ask the staff for information on their location.

To verify periodical titles and to locate titles and issues not owned by The University of Texas, consult the *Union List of Serials or New Serial Titles*, located on the *Union List* table to the right of the Loan Desk.

The librarian at the Reference Desk gives assistance in the location of periodicals in the General Libraries and elsewhere.

A location list of *Newspapers Currently Received* is kept at all service points of the General Libraries. The largest collection of current newspapers is in the Periodical Room. Newspapers on microfilm are located in the Documents and Microforms Collection and in the Latin American Collection and Barker Texas History Center.

Government Documents. The Documents and Microforms Collection, located in Room 316, Main Building, contains congressional and executive agency documents of the United States, the Official Records and sales publications of the United Nations, publications of 22 international organizations and specialized agencies of the U.N., and RAND Corporation documents.

The Library has been a depository for United States government publications since 1884, a United Nations and RAND depository since 1946 and either a depository or subscriber to the international organizations since their inception. Foreign government documents and state and local documents as well as many of the international organization documents are cataloged and may be located through the Public Catalog in Main. The U.S., U.N. and RAND documents are uncataloged in the Collection, but are accessible through such indexes as the *Monthly Catalog of U.S. Government Publications*, *UNDEX: United Nations Documents Index*, and *Selected RAND Abstracts*. Consult the staff for assistance in locating materials.

In addition to the U.S. depository material the Library has purchased the non-depository material on microprint since 1956 and has the Congressional Hearings on microfiche from the 41st to the 79th Congress.

Microforms. The Library is acquiring an increasing number of microforms. Most are listed in the Public Catalog and the call numbers consist of the word "Film", "Microfiche" or "Micro-card" followed by a serial number. The location symbols are the same as for books, and the microforms are available in the Main Library or in the locations specified.

Some microform sets are not cataloged but are listed in the Texas Information Exchange, *Union List of Major Microform Sets in Texas Libraries* located in the Reference Department. Some microform sets are also accessed by their own indexes. Most newspapers on microfilm are not listed in the Public Catalog; however, newspaper microfilms on current subscriptions are listed in *Newspapers Currently Received*, located at public service desks. Most newspapers on microfilm are located in the Documents and Microforms Collection. Latin American and older Texas newspapers on microfilm are housed in the Latin

American Collection and Barker Texas History Center respectively. Holdings records are available in those units.

Most units which have microforms have readers for the type of microform they possess. Reader-printers for microfiche are located in the Battle Hall Libraries, Engineering Library and Documents and Microforms Collection. Reader-printers for microfilm are found in the Documents and Microforms Collection and the Barker Texas History Center. A microprint reader-printer is located in the Documents and Microforms Collection.

A complete file of Educational Resources Information Center (ERIC) microfiche is located in the Education-Psychology Library. Atomic Energy Commission microprint and microfiche technical reports are found in the Engineering Library. The Business Administration-Economics Library houses the Disclosure Service, a collection of corporate annual reports and other financial reports.

Human Relations Area Files (HRAF). These files are located in the Reference Room of the Main Library. HRAF is a data-retrieval system intended to contribute to the understanding of man and the cultures he has developed throughout the world. Though designed for cross-cultural and comparative research in anthropology and related behavioral sciences, the files have also proven useful to researchers in fields as diverse as medicine, art, linguistics, sports, home economics, history and architecture. Access to the data in the files is through two outlines which form the basis of their classification system. These outlines, a detailed index, and a bibliography, as well as a guide to the files may be used in the Reference Room. Reference Librarians will assist faculty, staff, students and visitors in selection of material for study. Orientation lectures may be arranged upon request.

Maps. The largest collection of maps in the General Libraries is found in the Geology Library. This collection includes over 200,000 U.S. Geological Survey topographic maps, geologic maps and aerial photographs. U.S. Army Map Service maps and other maps are located in the Documents and Microforms Collection in the Main Library. Latin American and Texas maps are found in the Latin American Collection and Barker Texas History Center. At present, most maps are not cataloged and listed in the Public Catalog. Atlases, however, are fully cataloged.

Telephone Directories. The Reference Department in Main Building 227 maintains a collection of telephone directories for public use. The collection includes directories from over 700 U.S. and foreign cities.

College Catalogs. The Undergraduate Library has the most complete collection of college catalogs on campus. This microfiche collection contains general and graduate catalogs from most American colleges and universities. They are available at the Information-Reference Desk on the first floor of the Undergraduate Library.

Public Law 480 (PL 480). The General Libraries participates in the PL 480 program for the acquisition of South Asian materials. Only selected publications are cataloged. The uncataloged publications are housed in the Collections Deposit Library (CDL). Inquiries regarding the collection should be directed to the Asian Collection or to CDL.

The Library also participates in the PL 480 program for Egypt. Some of these publications are cataloged and all are located in the Middle East Collection in the Academic Center, Room 29.

LIBRARY CIRCULATION PROCEDURES

Library Borrowing Regulations. The General Libraries borrowing regulations, implemented in September of 1972, are intended to promote the availability of library materials to all members of the University community. The resources of the General Libraries are available through building use and home use of materials, through reserve services, and through interlibrary loan. Except in the Undergraduate Library unrestricted materials may be checked out to faculty until the beginning of the next semester and to graduate students for twenty-eight days.

Valid (current) University identification is needed to borrow materials. Borrowers are responsible for materials checked out from any loan desk in the General Libraries until such materials are returned to the loan desk from which they were obtained.

As a convenience, a faculty member may arrange to have a proxy borrower check out materials for the faculty member's use by submitting an authorization form for a Proxy Borrower's Card at the Main Library Loan Desk. Faculty members are responsible for all materials checked out by proxy borrowers.

Any borrower in need of material which has been checked out by another borrower for two weeks or more may ask that the material be recalled. If material is needed for reserve use, it may be recalled at any time. Items that are recalled for an individual borrower or reserve use must be returned to the Library immediately. Materials not in demand by other borrowers may be renewed when presented at the loan desk from which they were checked out.

Faculty, defined in the regulations as "Special Borrowers," are not subject to overdue or recall fines. Graduate students, together with undergraduate students and non-professional staff, are defined as "General Borrowers" and are subject to the fines posted in all library units.

To encourage return of materials a processing fee is assessed by the Library whenever an overdue or recalled item is retained by any borrower for a prolonged period. At the time the item is presumed lost, the processing fee and the replacement cost of the item are charged to the borrower. If the item is later returned, prior to the time of re-ordering, the cost of the item is cancelled but the processing fee is retained. This fee covers the Library's expenses of acquiring and cataloging a replacement for a non-returned item, and supports the library costs of searching shelves, sending notices, typing bills, filing records—actions which would not have to be taken if the item were returned on time.

Most library notices are produced by computer and utilize University address files (for faculty and staff the W-2 mailing address file and for students the registration address). Therefore changes of address should be reported to the Payroll Division, Main Building 4, or the Office of the Registrar, Main Building 1, as appropriate.

For further information concerning the borrowing regulations of the General Libraries, consult the *Lending Code* available at all public service desks.

Reserve Information. Library materials are placed on reserve at the request of faculty members to support the academic programs of University departments, and by Library staff to protect valuable materials or those in consistently heavy use. Units of The University of Texas General Libraries operate under a set of uniform reserve policies and procedures.

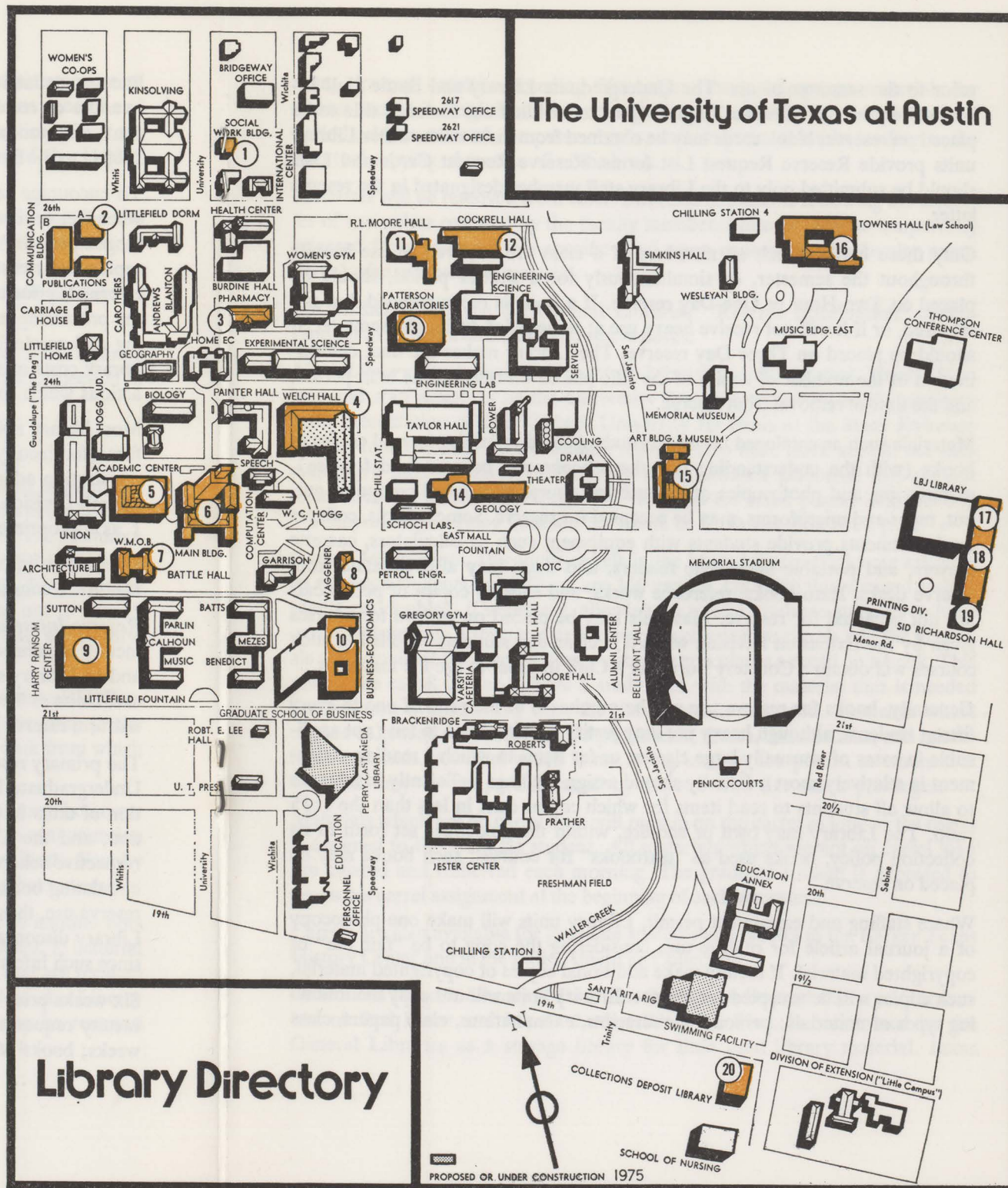
The primary reserve collection for both graduates and undergraduates is in the Undergraduate Library. In addition, each public service unit (with the exception of units in the Main Library, Barker Texas History Center, Communication, and the Collections Deposit Library) provides reserve services for its respective school or college. Unless needed for reserve in the owning library, circulating books within the Library system are lent to other Library units for reserve use, thus avoiding multiple locations of reserves for a single course. The Library discourages unofficial reserve arrangements (e.g., in offices of faculty) since such informal arrangements lead to confusion, inefficiency and losses.

Six weeks prior to the beginning of each semester, the Library sends letters to faculty requesting that reserve lists be submitted to the Library within three weeks; books which the Library must order must be requested three months

KEY TO MAP LOCATIONS

(The number following the name indicates building location.)

Architecture and Planning Library— see Battle Hall Libraries	
Art Library, Art Building 13	15
Asian Collection, Academic Center 29	5
Barker Texas History Center, Sid Richardson Hall 2.106	18
Battle Hall Libraries, Battle Hall 200 (Architecture and Planning, Education-Psychology, Music)	7
Biology Library, Patterson Labs 141	13
Business Administration and Economics Library, Business-Economics Building 462	10
Chemistry Library, Welch Hall 219	4
Classics Library, Waggener Hall 1	8
Collections Deposit Library, Martin Luther King, Jr. Blvd. and Red River	20
Communication Library, Communication A 5.200	2
Documents and Microforms Collection, Main Building 316	6
Education-Psychology Library, see Battle Hall Libraries	
Engineering Library, Ernest Cockrell, Jr. Hall 1.3	12
Geology Library, Geology Building 302	14
Humanities Research Center, Harry Ransom Center 5.202	9
Inter-Library Service, Main Building 222	6
Latin American Collection, Sid Richardson Hall 1.106	19
Law Library, Townes Hall 211	16
Library School Library, Harry Ransom Center 4.106	9
Lyndon B. Johnson School of Public Affairs, see Public Affairs	
Main Library, Main Building 220	6
Mexican-American Library Project, Sid Richardson Hall 1.113	19
Middle East Collection, Academic Center 29	5
Music Library, see Battle Hall Libraries	
Periodical Room, Main Building 228	6
Pharmacy Library, Pharmacy Building 102	3
Physics-Math-Astronomy Library, R. L. Moore Hall 4.200	11
Public Affairs Library, Sid Richardson Hall 3.224	17
Reference Room, Main Building 227	6
Social Work Library, Social Work Building 126	1
Tarleton Law Library, see Law Library	
Undergraduate Library, Academic Center 101	5



prior to the semester of use. The Undergraduate Library and Battle Hall Libraries require one Reserve Request Card to be filled out for each title to be placed on reserve; blank cards may be obtained from these units. Other Library units provide Reserve Request List forms. Reserve Request Cards and Lists should be submitted only to the Library staff member designated in the reserve letter.

Only those books which all members of a class are required to use heavily throughout the semester, or simultaneously for a shorter period, should be placed on Two-Hour or One-Day reserve. If a book is recommended, but not required, or if it will not receive heavy use at some point during the semester, it should be placed on Three-Day reserve. The Library makes the final determination of the number of copies of the title placed on reserve, the loan period, and the time of removal from reserve.

Materials such as cataloged books, photoduplicated articles, personal copies of books (with the understanding that these books will be processed for use), manuscripts and photocopies of manuscripts, burst or reduced computer output, tapes and microforms, may be accepted for reserve. Some schools, colleges or departments provide students with equipment such as calculators, cassette players, and portable microfiche readers, and these may also circulate from reserve desks. Rare books, reference works, and Library copies of periodicals are not accepted for reserve. Materials may be placed on reserve for courses given by the Extension Division when it is clear that students enrolled in such courses will obtain a Courtesy Borrower's Card in order to use the materials.

Generally, books for reserve use will be purchased at the ratio of one to every fifteen students, although heavy use may justify a ratio of one to ten (not applicable in cases of unusually large classes, or for items in which a reading assignment is relatively short). Faculty should assign readings sufficiently in advance to allow all students to read items for which copies exist in less than the 1:15 ratio. The Library may own or acquire, within the guidelines set forth in its collection policy, books used as "textbooks" for courses; such books may be placed on reserve.

Where staffing and equipment permit, Library units will make one photocopy of a journal article for reserve use, considering the copy to be "fair use" of copyrighted material. If faculty make additional copies of copyrighted material, such copies will be accepted for reserve. Library units will not copy the following types of materials: personal manuscripts, examinations, class papers, class

notes, journal articles exceeding fifty pages, foreign language materials for classes taught in English unless accompanied by a translation, entire issues of periodicals, unreduced computer output, and chapters of books leading to the eventual copying of most or all of the book.

Materials will be removed from reserve as soon as possible following the semester of use unless renewed by the faculty member. Material may be temporarily released from reserve for a specific need upon consent by the faculty member(s) who reserved the material.

For further details see the General Libraries' "Reserve Information" memorandum to faculty available at all reserve desks.

Main Library Stack Permits. The Main Library is a closed stack library. Faculty and staff members of the University System are allowed stack privileges upon presentation of their current University ID cards at the Stack Entrance Desk, Main Building 220. Graduate students also have stack access, but they must have their ID cards validated by stack entrance personnel and present their cards for admittance. Cards are validated for stack permit identification Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

Carrel Assignments. The study carrels in the Main Library stacks are assigned to graduate students only. There are 369 carrels. On some floors carrel assignments are doubled, if necessary, allowing up to 625 graduate students to have carrel assignments. Library materials may be charged to carrels and the materials will remain at the carrel unless another patron places a recall on a book. This allows the carrel holder to have a study area with the material that is needed for research available any time the library stacks are open. Materials which cannot be placed on carrel loan are periodicals, theses, dissertations, and microform materials. A carrel which is not being used by the person to whom it is assigned may be temporarily used by anyone who has stack privileges.

Materials which are on carrel loan will remain on the carrel as long as the carrel is assigned to the graduate student. All materials which are not on carrel loan are cleared and reshelfed each morning. The graduate student is expected to renew his carrel assignment at the beginning of each semester.

Carrels are also available for graduate students and faculty in the Barker Texas History Center and in the Latin American Collection.

Collections Deposit Library (CDL). The Collections Deposit Library at the corner of Red River and Martin Luther King, Jr. Blvd. is maintained by the General Libraries as a storage library for little used library material. Items

sent to CDL for storage may be used in the building or, if circulating, borrowed directly from CDL between 8:00 a.m. and 5:00 p.m., Monday through Friday. Library users wishing to obtain cataloged materials at CDL must have the call number of the item when they go to CDL since there is no public catalog of items in storage.

Library users may also request that storage items in CDL be returned for their use to the library which sent the item for storage. Sufficient time should be allowed for the return of the item via the University's library messenger service.

REFERENCE AND INFORMATION SERVICES

Reference and Information. The goal of reference services is to insure that users find the material which meets their information needs. Librarians in the Main Library Reference Department, the Undergraduate Library, and the branch libraries and special collections provide assistance in the use of the card catalog, bibliographies, indexes, and reference books. Reference librarians help find elusive material, assist in literature searches, locate answers or citations to sources which will supply answers, and direct specialized questions to the appropriate branch library or special collection.

General reference service is available in the Main Library Reference Department and the Undergraduate Library. In addition to general reference works, the Main Library also houses specialized materials in the humanities and social sciences. Librarians in the branch libraries and special collections offer assistance in using the resources in their subject areas.

Individual Consultation. Faculty members, research staff, and students may contact reference librarians, branch librarians, or bibliographers (library subject specialists) for consultation on library resources, specialized services, and information sources pertinent to their fields of interest.

Telephone Reference. For assistance with bibliographic or other information problems call the Main Library Reference Department, PAX 1126, 1127 or 1145 or CTX 3813.

Computer-based Information Services (CIS). Current awareness services utilizing the ERIC (education), Geo-Ref (geology), Psychological Abstracts and SPIN (physics) data bases are offered by the General Libraries. User-completed interest profiles are matched against monthly data tapes to produce the current awareness printouts with citations and abstracts of items of interest. On-line retrospective searching on library or departmental computer terminals is available at scheduled times for the ERIC, Geo-Ref and Psychological Abstracts

data bases. Further information regarding ERIC and Psychological Abstracts is available from the librarians in the Education-Psychology Library; regarding SPIN from the Librarian, PMA Library. The Library is considering ways to expand and improve its computer-based information services within the resources available. Comments should be referred to the Assistant Director for Public Services (MAI 2208).

OTHER SERVICES

Inter-Library Service (ILS). Inter-Library Service attempts to obtain materials not located on campus, but needed by faculty members, graduate students and others for their research. In exceptional circumstances, the services may be used on behalf of an undergraduate by a faculty member or librarian. Materials missing from the University collections may also be requested. University users are expected to check the Austin Public Library themselves if it seems a likely possibility. ILS's major sources of materials are larger American research libraries—academic, public and special. Borrowers should bear in mind that materials are lent by such libraries as a special privilege at the risk of making materials unavailable to their own patrons. Therefore, only necessary materials which can be obtained in no other way should be requested. It is recommended that candidates for advanced degrees undertake research commensurate with resources on this campus so that extensive borrowing will not be necessary.

General conditions for interlibrary loan are set by the Interlibrary Loan Code of the American Library Association and by regulations of individual lending libraries. Books, unless they are rare, oversized, or in poor condition, may usually be borrowed; however, U.S. books currently in print generally cannot be borrowed from out-of-state libraries. Periodicals and serials are very rarely lent by any libraries, so library users must expect to pay for copies of any articles they need. Many libraries have minimum charges of two to five dollars for photocopy or microfilm, so users may wish to indicate price limits on their requests. ILS keeps a file of current price lists and lending policies for many research libraries and can supply information upon request.

Application for interlibrary loans can be made in Main 222, Monday through Friday between 8 a.m. and 5 p.m. Forms, also available in the Reference Department and branch libraries, may be mailed to ILS, but no telephone requests can be accepted. Processing of requests usually takes at least two weeks, and users are notified by telephone or mail as soon as their materials are received. Additional details may be obtained in Main 222, where an information leaflet is available, or by calling 471-3976 or PAX 1956.

User Education. Many students come to The University unprepared to make effective use of the Library's resources. They are frequently intimidated by the extensive card catalogs and are unaware of the variety of reference works that can be used to find information they need. Instructors are invited to contact librarians in the Reference Department or the Undergraduate Library, or the subject bibliographers, to discuss instruction programs designed to help students in their courses improve their library skills.

Faculty members and teaching assistants can request librarians to prepare course-related bibliographies of reference sources for their students. Librarians are also available to meet with classes who are working on research assignments. Some of the libraries have printed self-guided tours. Others are happy to provide guided tours at faculty request. Instructors who wish to use "library exercises" to familiarize their students with one or more of the libraries are requested to discuss the assignment first with reference librarians in the units involved. The librarians can point out unforeseen problems and suggest alternative approaches.

A number of publications designed to inform users of library services and collections and help them make better use of the libraries are available in the various public service units.

Photoduplication Services. Library-owned coin-operated photocopy machines are available in the Main Library and the Undergraduate Library. Campus Services provides coin-operated photocopy machines in or near most branch libraries and special collections.

Photocopies are also made in the Main Library by Library staff. Request forms and price lists are available in the Library Office and in public service units. Prints from microfiche are made in the Battle Hall Libraries, Documents and Microforms Collection and in the Engineering Library. Prints from microfilm are made in the Documents and Microforms Collection and the Barker Texas History Center. Microprint copies are made in the Documents and Microforms Collection.

Media. The Audio Library in the Undergraduate Library has a collection of recordings and tapes primarily in the spoken arts and music. Faculty members may arrange to have materials available in the Audio Library for the use of their students and may deposit personal tapes for student use. There are 180 listening stations available in the Audio Library.

The Music Library in Battle Hall has a small listening room where music students and faculty may listen to phonodiscs and tapes for class assignments.

The Music Library has a collection of about 6,000 recordings. Several branch libraries also have cassette players available.

Typewriters. Coin-operated typewriters are available on the second and third floors of the Undergraduate Library.

COLLECTION DEVELOPMENT

GENERAL INFORMATION

The Collection Development Division is responsible for the budgeting, selection, purchase and location of all materials in the General Libraries. These activities are organized primarily by subject and are accomplished through Library bibliographers who are subject specialists assigned to oversee the needs of each department. Usually branch librarians act as bibliographers for departments served by their libraries. Additionally, the Division includes a Serials Bibliographer and a Gifts Bibliographer whose concerns are the selection, evaluation, location and disposition of serial and gift materials, in consultation with specific subject bibliographers.

Library materials are selected and located according to the general guidelines of the *Collection Development Policy*, a statement formulated through the joint efforts of faculty, bibliographers and other librarians. This Policy, to be frequently revised and updated, is available upon request. Although bibliographers are the chief selection agents, all faculty, staff and students are encouraged to initiate requests for needed materials.

Bibliographers work closely with their respective departmental chairmen and faculty and keep them informed of the status of acquisitions in their area. They are also available to confer individually with faculty and students regarding their information needs, existing library resources, acquisition programs and other library matters. Departments may, if they wish, continue to choose a specific faculty member to look after book needs and to work in liaison with the Library bibliographer.

ACQUISITIONS PROCEDURES

The Acquisitions Unit of the Library is responsible for the purchase of all library materials, including books, non-book or audiovisual materials, serials, and periodicals. Materials are usually acquired either through blanket ordering or through other types of ordering initiated by means of the order request form.

Blanket Ordering for Current Materials. Blanket orders for current publications from the United States, Great Britain, the Netherlands, France, Spain, Italy, Germany, Scandinavia, Israel, and Latin America have been established so that the Library will automatically receive books as they are published in specified subject areas. Normally, blanket orders call for exclusion of some subjects (according to the *Collection Development Policy*), such as agriculture and practical theology, some forms, such as reprints, and books below the academic level. Books not considered useful to this University are returned. All the foreign blanket order programs are subject-oriented, but the United States blanket order arrangement is publisher-oriented. American books are supplied to this Library from a selected group of publishers (list available in the *Library Acquisitions Manual for Faculty* described below). Screening of blanket order receipts is done by Library bibliographers and Acquisitions personnel.

Blanket orders are also used for the acquisition of current U.S. musical recordings and U.S. and European music scores.

Ordering Other Books and Non-book Materials. For materials not received automatically through blanket orders, individual orders must be placed. Anyone—faculty, staff, or students—is welcome to request needed books or non-book material. These requests are made by completing order request forms which are available from the Acquisitions Unit. This is a five-part form which provides a notification copy to be returned to the requestor when the item is ready for use.

Information needed for in-print materials: (1) author's full name, (2) complete title, (3) place of publication, (4) publisher, (5) date of publication, (6) series, if applicable, (7) list price, (8) edition if other than first, (9) number of volumes if more than one, (10) number of copies needed if more than one, (11) fund, if known, (12) signature of recommender, and (13) counter-signature of departmental chairman, his representative, or Library bibliographer. A notation as to source of information is helpful; if information is obtained from a brochure or catalog, this material should be attached to the order request.

For out-of-print materials, the Library can handle only a limited number of searches. When older material is located in a second-hand dealer's catalog, it should be requested immediately. Experience has shown that there is a very poor rate of return for items ordered from catalogs which have been published for one month or longer. Order request forms for out-of-print material should include all the information listed above for in-print material, as well as the dealer's name and address, catalog and item number. The catalog should also be submitted with the request.

Ordering Periodicals and Other Serials. The same order request form is also used for placing current subscriptions for periodicals and other serials. The information needed varies somewhat. For current subscriptions give: (1) title, (2) place of publication, (3) publisher, (4) date and/or volume and issue number with which the subscription is to begin, and (5) price. The price may be either the annual subscription cost or, in the case of irregular serials, the estimated cost per volume. An announcement or sample copy of new serial titles submitted with the order is helpful.

All book and periodical orders should be forwarded to the appropriate bibliographer (see below). The *Library Acquisitions Manual for Faculty* provides more detailed information on collecting policy, the role of the Library bibliographers, and acquisition methods and routines. It is available in the Acquisitions Unit (MAI 125, PAX 2065, CTX 1040).

GIFTS TO THE LIBRARY

Books donated to the Library by individuals are welcomed when they add to the value of the Library's resources. They are formally acknowledged and are added to the collection with the understanding that disposition is at the Library's discretion, generally in a location where need is judged greatest. Memorial donations for the purchase of one or more books honoring friends or relatives may be made at the General Libraries Office. These, as well as other types of gift books, are designated by appropriate book plates bearing donor's and honoree's names.

BIBLIOGRAPHERS (BY SUBJECT)

ACCOUNTING—Mary Seng (PAX 2232, Centrex 1583)

ADVERTISING—Ronald Seeliger (PAX 2691, Centrex 1402)

AEROSPACE ENGINEERING—Frank Schmaus (PAX 4120, Centrex 1610)

AMERICAN STUDIES—Richard Holland (PAX 3280, Centrex 4680)

ANTHROPOLOGY—Richard Holland (PAX 3280, Centrex 4680)

ARABIC—Michael Albin (PAX 3384, Centrex 4675)

ARCHAEOLOGY—Anne Vanderhoof (PAX 1844, Centrex 5742)

ARCHITECTURAL ENGINEERING—Frank Schmaus (PAX 4120, Centrex 1610)

ARCHITECTURE—Carolyn Bucknall (Acting) (PAX 2071, Centrex 3811)

ART—Joyce Hess (PAX 1518, Centrex 1636)

GOVERNMENT—Richard Holland (PAX 3280, Centrex 4680)
 GREEK—SEE CLASSICS
 HEBREW STUDIES—Naomi Rosner (PAX 1113, Centrex 3817 or 4680)
 HINDI—Kevin Lin (PAX 3385, Centrex 4675)
 HISTORY—Richard Holland (PAX 3280, Centrex 4680)
 HOME ECONOMICS—Nancy Phillips (PAX 3267, Centrex 4680)
 ITALIAN—SEE FRENCH AND ITALIAN
 JAPANESE—Kevin Lin (PAX 3385, Centrex 4675)
 JOURNALISM—Ronald Seeliger (PAX 2691, Centrex 1402)
 LATIN—SEE CLASSICS
 LATIN AMERICAN STUDIES—Laura Gutiérrez-Witt (PAX 2790, Centrex 3818)
 LIBRARY SCIENCE—Ruth Sawyer (PAX 1119, Centrex 7598)
 LINGUISTICS—Donald Arthur (PAX 3241, Centrex 4680)
 MANAGEMENT—Mary Seng (PAX 2232, Centrex 1583)
 MARKETING—Mary Seng (PAX 2232, Centrex 1583)
 MATHEMATICS—James Leonard (PAX 2263, Centrex 7539)
 MECHANICAL ENGINEERING—Frank Schmaus (PAX 4120, Centrex 1610)
 METEOROLOGY—Frank Schmaus (PAX 4120, Centrex 1610)
 MEXICAN-AMERICAN STUDIES—Angie del Cueto Quirós (PAX 4122, Centrex 5664)
 MICROBIOLOGY—Betty White (PAX 1143, Centrex 1475)
 MIDDLE EASTERN STUDIES—Michael Albin (PAX 3384, Centrex 4675)
 MUSIC—Jean Cassel (PAX 1132, Centrex 1844)
 NORWEGIAN—SEE SCANDINAVIAN LANGUAGES
 NURSING—Carolyn Bucknall (PAX 2071, Centrex 3811)
 NUTRITION—Aubrey Skinner (PAX 1141, Centrex 1303)
 ORIENTAL AND AFRICAN LANGUAGES AND LITERATURES—
 SEE LANGUAGE, e.g., ARABIC
 PERSIAN—Michael Albin (PAX 3384, Centrex 4675)
 PETROLEUM ENGINEERING—Frank Schmaus (PAX 4120, Centrex 1610)
 PHARMACY—Aubrey Skinner (PAX 1141, Centrex 1303)
 PHILOSOPHY—Gerald Bishop (PAX 3260, Centrex 4680)
 PHYSICAL AND HEALTH EDUCATION—Helen Smith (PAX 1132, Centrex 1844)
 PHYSICS—James Leonard (PAX 2263, Centrex 7539)
 PORTUGUESE—SEE SPANISH AND PORTUGUESE
 PSYCHOLOGY—Gerald Bishop (PAX 3260, Centrex 4680)

The new building will have 490,000 square feet of floor space, will have a stack capacity of 3,250,000 volumes, and over 2,800 seats. Space will also be available for expanded service areas.

OTHER NEW FACILITIES AND SERVICES

A new library is also under construction in the new wing of Robert A. Welch Hall. This 11,900 square foot facility will contain the holdings of the present Chemistry Library as well as research materials in pharmacy and related fields.

A Fine Arts Library is planned as part of the new fine arts center, construction of which is temporarily postponed. The Fine Arts Library will combine the collections of the present Art and Music Libraries and will include space for listening facilities.

In preparation for the move to the new facilities present library services are being re-evaluated. Comments and suggestions regarding library services are welcome and should be addressed to the Assistant Director for Public Services, MAI 2208.

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<i>Public Service Units</i>	<i>Librarian or Supervisor</i>	<i>Location</i>	<i>PAX</i>	<i>Centrex</i>
Architecture (see Battle Hall)				
Art	Joyce Hess	ART 13	1518	1636
Asian	Kevin Lin	ACA 29	3385	4675
Barker Texas History Center	Chester Kielman	SHR 2.110	2794	5961
Battle Hall Libraries	Helen Smith	BTL 200	1132	1844
Architecture	vacant	BTL 200	1132	1844
Education-Psychology	Helen Smith	BTL 200	1132	1844
Music	Jean Cassel	BTL 200	1132	1844
Biology	Betty White	PAT 141	1143	1475
Business Admin.-Economics	Mary Seng	BEB 462	2232	1583
Chemistry	Aubrey Skinner	WEL 219	1141	1303
Circulation Services	Jo Anne Hawkins	MAI 220	1135	3815
Inter-Library Service	Jo Anne Hawkins	MAI 222	1956	3976
Classics	Anne Vanderhoof	WAG 1	1844	5742
Collections Deposit	Ira Carver	CDL	3523	3051
Communication	Amy Bierbower	CMA 5.200	3701	4395
Documents and Microforms	James Thornbrough	MAI 316	1144	7516
Education-Psychology (see Battle Hall)				
Engineering	Frank Schmaus	ECJ 1.3	4120	1610
Geology	Martin Smith	GEO 302	1146	1257
Inter-Library Service (see Circulation Services)				
Latin American Collection	Laura Gutiérrez-Witt	SRH 1.109	2790	3818
Circulation Desk			1120	3818
Library School	Ruth Sawyer	HRC 4.106	1119	7598
Middle East	Michael Albin	ACA 29	3384	4675
Music (See Battle Hall)				
Periodical Room	Ronald Seeliger	MAI 228	2691	1402
Pharmacy	Margaret Peloquin	PHR 102	4473	1291
Physics-Math-Astronomy	James Leonard	RLM 4.200	2263	7539
Reference	Kathleen Blow	MAI 227	1126	3813
Social Work	Pat Ramage	SWB 126	3100	1039
Undergraduate	Jay Poole	ACA 101A	2031	5222

